

WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
North Central Division

a INSTRUCTIONS FOR DETERMINING PERFORMANCE
UNDER THE 1945 FARM PROGRAM

Part I—GENERAL INSTRUCTIONS

A. General plan for determining performance.—Performance under the 1945 Farm Program will be determined in the following manner:

1. Farm operators will be responsible for determining, and reporting to community committeemen, the extent of the conservation practices carried out on their farms, the acreage of flax for flaxseed, and the shares of each person on the farm in the practices and the flax acreage.

2. The community committeemen, through the county committee, will make arrangements to hold a meeting in their community to obtain performance reports from farm operators. Farmers who are unable to attend these meetings may furnish the necessary information to their community committeemen at a later date or to the county committee.

3. The community committeeman will record the information reported to him by the farmers on Form NCR-903, 1945 Farm Plan, which was used to record farmers' intentions earlier in the year and will approve the report after he has satisfied himself that the farm operator has used acceptable methods in determining the extent of his performance, and that the information reported is accurate and complete.

4. The community committeemen will spot check at least 5 percent of the farms for which performance reports have been prepared and will determine by inspection, and by actual measurements when necessary, the extent of performance on these farms.

5. The county committee will supervise the performance work to the extent necessary to determine that the work is being done in an acceptable manner.

6. The State committee, through the use of farmer fieldmen, will review a sufficient amount of the work in each county to determine whether the work is being done satisfactorily and in a uniform manner throughout the State.

B. Information to be reported.—The extent of all conservation practices carried out on the farm, the acreage of flax planted, the names and addresses of the producers sharing in the practices or in the flax acreage and their respective shares therein are to be reported. Farmers may also report the acreage of other crops if they wish to have this information available in the county office.

C. Acceptable methods of determining extent of practices.—Wherever possible farm operators should use official acreages which

have been furnished under the AAA program on farm maps, or other forms, in determining the extent of their conservation practices and flax acreage. If such acreages are not available, farm operators may make the necessary determinations by using any other reasonably accurate method which is commonly used in the community in determining acreages or amounts.

If the farmer cannot determine the acreage of certain fields, he may furnish the community committeeman with linear measurements or points which can be identified on the farm photograph, and from which the acreage can be determined in the county office.

Farm operators will be required to furnish weight tickets, receipts, sales slips, or other acceptable written evidence to establish the extent of practices which are measured in units of weight.

Part II—INSTRUCTIONS TO COMMUNITY COMMITTEEMEN

A. Forms to be used.—The county office will furnish community committeemen with Forms NCR-903, 1945 Farm Plan, farm maps, and other material which may be needed in completing the reports.

Partly prepared Forms SB-902, Farming Unit Report, will be furnished for sugar beet farms, and shall be filled out in accordance with applicable instructions.

B. Entries to be made on Form NCR-903.—All entries made by community committeemen on performance reports should be in black pencil or ink, and should be made on the basis of the information reported by the farm operators, except as otherwise provided in this procedure. All corrections in information made on NCR-903 shall be made by drawing a light line through the incorrect information and entering the correct information above or beside the incorrect information. Each such correction shall be initialed by the community committeeman. Entries shall be made in accordance with the following instructions:

1. Performance data will be entered in Section VII of NCR-903 in Nebraska and South Dakota and in Section IV of NCR-903 in all other States.
2. The names of the owner and operator and their addresses should be verified and corrected, if necessary.
3. If an approved practice for which the practice number and name were not printed on NCR-903 has been carried out on the farm, the practice number and the name of the practice should be entered in the appropriate columns on a blank line. If flax has been planted, the word "Flax" should be entered on a blank line in the column headed "Practice." If necessary, the practice number and name of a practice which was not carried out on the farm may be deleted to provide space for the entries for additional practices or flax. All practices carried out should be reported even though the entire farm payment may have been earned by one or more practices.
4. Sufficient description of each practice should be entered in the column headed "Practice" to identify the practice and to provide all of the information needed to compute the payment for the practice. For contouring, stripcropping, green manure, winter cover, hayseed and other practices which are approved only in connection with certain crops, the names of the crops should be shown. For

weed control and tree planting practices the types of weeds being controlled and the types of trees planted should be indicated. For fertilizer practices the analysis of the fertilizer and the names of the crops to which the fertilizer was applied should be shown. For practices such as farm ditches and dams for livestock water and other practices where the payment is limited, or the payment rate varies, depending on the methods used, the type of material used, or other specifications for the practice, all information needed in computing the payment for the practice or in applying the payment limitation for the practice, should be shown. Practices carried out with conservation materials or services other than services furnished by the county association should be identified by entering the letters "CMS" following the names of the practices. If part of a practice is carried out with conservation materials or services and part of the same practice is carried out with other than conservation materials or services, separate entries should be made for each such part.

5. The extent of practices performed and the acreage planted to flax should be entered in the column headed "Units Performed" opposite the name of the practice or the word "Flax." If any person on the farm has different shares in different parts of the same practice or in different parts of the flax on the farm, separate entries should be made for each part in order that the proper shares may be shown in the share column. If part of a practice is carried out with conservation materials or services and a part of the same practice is carried out with other than conservation materials or services, separate entries showing the extent of the practice carried out with conservation materials or services and the extent of the practice carried out with other than conservation materials or services should be made and properly identified. Where necessary, the unit of measurement used in entering the extent of the practice should be shown; for example, 1,450 cubic feet, 500 pounds, 3.5 tons.

6. The initials of the persons sharing in the conservation practices shall be entered in the columns beneath the word "Shares." Entries for shares in the practices and in the flax acreage shall be made in the columns headed by the word "Shares" beneath the initials of the appropriate persons. If only one person shares in the practices and the flax acreage, "all" or "100 percent" may be written across the share column.

If two or more persons contributed to the cost of a practice, they shall be deemed to have equal shares in the practice unless it is established to the satisfaction of the county committee that their shares are not in equal proportion, except that in connection with practices carried out with conservation materials or services, the payment will be made to the person or persons to whom the materials or services were furnished.

7. The community committeeman should require the farmer to present sales slips, receipts, weight tickets, or other acceptable written evidence to establish the extent of practices which are measured in units of weight. Weight tickets need not be obtained for materials furnished by the AAA.

8. The community committeeman should check such engineering practices as dams, ditches, terraces, etc. to insure full compliance with the specifications. The community committeeman should base

his approval of such practices as summer fallow, mowing weeds, etc., upon his observation or knowledge of these operations on the farms in his community throughout the season.

9. If the weed control practice has been carried out, the community committeeman should obtain from the farm operator Form ACP-147, Producer's Record of Perennial Noxious Weed Control or Eradication Operations, to be attached to the performance report.

10. If a practice requiring prior approval of the county committee is reported, the community committeeman should determine whether the practice was carried out on the specified location and in accordance with the conditions of the prior approval given by the county committee. If the county committee has not given prior approval of the practice, it should not be listed on the performance report.

11. The farm operator will sign NCR-903 after he is satisfied that the form has been properly prepared. The community committeeman will sign NCR-903 and enter the date when the form is completed and he has satisfied himself that the farm operator has used acceptable methods in determining the extent of performance and that the information reported is accurate and complete.

C. Other information.—Any information concerning the general operation of the farm which would affect payments, should be reported. In most cases, other information to be reported will be brought out by the farmer's report or through discussion with the farmer. Specific reference should be made to the following items where applicable.

1. *Additional practices to be carried out.*—If additional practices are to be carried out, NCR-903 should be kept by the community committeeman until such practices have been performed.

2. *Failure to maintain practices established under previous programs.*—If any conservation practice carried out under previous programs is not maintained in accordance with good farming practice or the effectiveness of any such practice is destroyed in 1945, enter under "Remarks" the name and extent of the practice which was not maintained and the names of the persons responsible therefor.

3. *Breaking out permanent vegetative cover (specified counties in Nebraska and South Dakota).*—The community committeeman by observation or by interviewing the farmer should determine whether any native sod or any other permanent vegetative cover was broken out in 1945 on land which, in his opinion, is not suited to the continuing production of cultivated crops or which will become a wind erosion hazard in the community. If any such land was broken out, the acreage broken out and the names of the persons responsible therefor should be entered under "Remarks."

4. *Range management plan (Nebraska and South Dakota).*—Sufficient information should be obtained from the farmer to determine whether the range management plan, including any recommended changes, has been properly carried out. An indication should be made under "Remarks" as to whether the range management plan has been properly carried out.

5. *Failure to carry out approved erosion-control measures.*—If measures for the prevention of wind and water erosion were not adopted to the extent that any part of the land under the farmer's

control has become an erosion hazard in 1945 to other land in the community, indicate such fact and enter the extent and the names of persons responsible therefor.

6. *Practices tending to defeat the purposes of the program.*—If any person on the farm has adopted any practice or device which would have the effect of depriving any other person of his payment under the program, or which would in any other way tend to defeat the purposes of the program, indicate such fact and enter a full explanation of the practice or device.

D. Returning forms to county office.—Forms NCR-903 and SB-902 should be returned to the county office as soon as they are completed. The farm maps should be returned to the county office with Forms NCR-903 or SB-902, or may be returned sooner if the Forms NCR-903 or SB-902 are being held only for additional practice information.

E. Spot checking performance reports.—Community committeemen will visit at least 5% of the farms for which performance reports have been prepared on the basis of information reported by farm operators and will determine by inspection, and by actual measurements where necessary, the extent of performance on these farms. For each practice which is found to have been correctly reported, a check mark should be entered opposite the name of the practice. For each practice which has not been reported, correct entries should be made in the appropriate columns. For each practice which has not been correctly reported, corrections should be made by drawing a light line through the incorrect information and entering the correct information above or beside the incorrect information. The community committeeman will enter the words "Spot Checked", his name and the date on the performance report. All entries made on the performance reports as a result of the spot check shall be made with a green pencil.

At the time of making the spot check community committeemen should discuss with the farmers the conservation practices included in the program and should obtain the farmers' suggestions as to changes which should be made in the program or in the specifications for any practice. The farmers' suggestions should be recorded on the farm reports.

The county committee will notify the community committeeman which farms are to be spot checked.

Part III—COUNTY OFFICE INSTRUCTIONS

A. Notifying farmers of method of reporting performance.—Farm operators shall be notified as soon as possible that they are responsible for determining and reporting the extent of their performance under the 1945 program. The following letter or a letter approved by the State committee shall be used:

DEAR SIR: Farmers cooperating in the 1945 AAA Farm Program are being requested to report the extent to which they have carried out approved conservation practices, and the acreages of flax planted for flaxseed. A list of approved practices is included on the back of your 1945 Farm Plan, a copy of which was given to you by your community committeeman.

You should use AAA acreages wherever possible in reporting the acreage of flax and practices which are to be reported in acreages. If you do not

have AAA acreages, you should determine the acreages, using any reasonably accurate method which you are accustomed to using in determining acreages. You will be asked to tell how you determined these acreages. Weight tickets, sales slips, receipts, etc., must be submitted to your AAA community committeeman or your AAA county committee at the time you make your report for practices to be reported in units of weight, unless the county office has a record of the materials used. It is important to you and to the AAA program that your report be correct and complete.

The final date for carrying out practices under the 1945 program is December 31, 1945, and the final date for making your report is February 15, 1946. Your AAA community committeeman will let you know when and where you should make your report. (The time and place may be inserted in this letter if known before the letter is mailed.)

After farmers have made their reports, community committeemen will visit at least 5 percent of the farms and inspect and measure the practices carried out.

-----Chairman
-----County
Agricultural Conservation Association.

B. Preparing Forms NCR-903 for submission to community committeemen.—Clerical assistants in the county office will prepare and assemble forms for the community committeemen in accordance with the following instructions:

1. *Farms for which Forms NCR 903 are to be completed.*—Forms NCR-903 are to be completed for all farms for which Forms NCR-903 were signed by July 1, 1945, in South Dakota or by June 1, 1945, in all other States, and for any other farms for which conservation materials or services were furnished under the 1945 program. If conservation materials or services were furnished for a farm for which a farm plan was not signed by the final date, enter in the heading of the farm plan for the farm the notation "Late filed—Credit for CMS practices only."

2. The farm number, the names of the owner and the operator and their addresses should be entered with red pencil in the spaces provided on the reverse side of NCR-903.

3. *Sugar beet farms.*—Forms SB-902 should be given to community committeemen for all farms on which sugar beets are planted.

4. *Forms to accompany performance reports.*—Farm maps and any other material needed by the community committeemen in completing the performance reports should be furnished to them with the performance reports.

C. Instructing community committeemen.—Community committeemen should be called to the county office and given instructions concerning the forms and the method to be used in determining performance. At this meeting practice specifications should be reviewed and the importance of obtaining all necessary information on the practices carried out should be emphasized.

The farm plans and other material should be given to the community committeemen at this meeting.

D. Checking completed performance reports.—As performance reports are returned to the county office, they should be checked to see if they have been properly prepared and that all required information has been obtained. This work should be done immediately after the reports are received in the county office and community committeemen should be advised of any consistent errors they have made and of any ways in which they might improve the quality of their work.

1. *Incomplete performance reports.*—If all necessary information has not been obtained or if weight tickets, sale slips, receipts, etc. have not been submitted when required, the performance reports should be returned to the community committeemen for completion, or the missing information and evidence should be obtained by mail or in some other manner. If linear measurements or other information from which the acreages of certain fields or the extent of certain practices can be determined, has been furnished, the acreages of the fields and the extent of the practices should be determined and entered on the performance report. If practices have been reported in units other than those for which payment will be made, the units reported should be converted to the proper payment units.

2. *Practices requiring prior approval.*—The county committee should satisfy itself that practices which require prior approval of the county committee were carried out in accordance with the conditions under which prior approval was granted. If prior approval was not granted or if the practice was not carried out in accordance with the conditions under which prior approval was granted, the practice should be deleted and initialed by a member of the county committee.

3. *Weed control practices.*—If a weed control practice has been carried out, Form ACP-147 should be examined to determine whether the practice was carried out in such a manner as to qualify for payment. A notation should be entered opposite the units of the practice indicating whether the practice qualifies for payment.

4. *Range management plan.*—The county committee should examine the performance reports in Nebraska and South Dakota to determine whether the range management plan for each farm having more than 640 acres of noncrop open pasture, was satisfactorily carried out and should indicate its approval or disapproval by making a proper notation under "Remarks." If the range management plan was not satisfactorily carried out, the information for practices, the payment for which is conditioned on the carrying out of an approved range management plan, should be deleted from the performance report.

5. *Practices not eligible for payment.*—Practices which are not eligible for payment should be deleted and a notation "Not Eligible" and the initials of the person deleting the practice should be entered opposite the deleted item.

6. *"No application" farms.*—If no flaxseed payment is earned and if the only practices carried out on the farm were carried out with materials or services furnished by the AAA, (other than services furnished by the county association or materials furnished for which the credit value exceeds the cost to the AAA) the words "No Application Farm" should be entered at the top of the performance report.

7. *General payment provisions.*—The county committee should examine cases where there is any indication that there has been (1) failure to maintain practices carried out under previous programs, (2) breaking out of permanent vegetative cover (in specified counties in Nebraska and South Dakota), or (3) failure to carry out approved erosion control measures and should determine whether deductions should be made or payments withheld. If deductions are to be made

or payment withheld, proper notations indicating the action to be taken should be entered on the performance reports.

If any producer has adopted or participated in any practice which tends to defeat the purposes of the 1945 or previous programs or has employed any scheme or device the effect of which would be or has been to deprive any other person of any payment under the program, such fact should be brought to the attention of the State committee.

E. Final date for filing performance report.—The final date for filing the 1945 Farm Program Performance Report will be February 15, 1946. This information should be made available to the local newspapers not later than January 31, 1946.

F. Spot checking performance reports.—The county committee will advise the community committeeman as to the farms to be spot checked. At least 5 percent of the participating farms shall be spot checked and the farms to be spot checked shall include (1) a sample of farms selected in accordance with instructions of the State committee, (2) farms for which there is reason to believe that the reports are incorrect or incomplete, and (3) farms of AAA officials and committeemen at regional, State, county, and community levels. No community committeeman shall spot check his own farm.

A tabulation will be made of the information reported by the farmer and the information obtained through the spot check. This tabulation, instructions for which will be issued at a later date, will provide a basis for a study of the two methods of determining performance.

